December 15, 2013

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton:

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in Italy. I chose to study Italy in my training course because I am 25% Italian and am very in touch with my Italian side. I also chose to study Italy because it is a very nice place that I would like to see someday.

Over the course of the next 7 ½ weeks, I expect to learn about Italian culture, food, business etiquette and some important phrases in Italian. Having this knowledge will help me more easily adjust to Italian culture and allow me to communicate with my co-workers easily. By the end of this course I will be a major asset to your Italian branch office.

Lastly, I think I would be a great addition to this team because I am highly motivated and am a team player. Also I am a leader, I like to take charge. My grades in school show that I am a hard worker and always try my hardest. I also enjoy working in teams. Working in teams it how I met some of my friends I have today. These two traits, being a leader and the ability to work on a team, would be great for your work in Italy.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Rachel A Hornung

3060 Woodland Rd

Allison Park, PA 15101